



# COUNTY OF MONO

## JOB ANNOUNCEMENT

### ACCEPTING APPLICATIONS

Until 2/18/2013

### Public Safety Officer I/II

Mono County Sheriff  
Bridgeport, CA

### SALARY

47: \$3,445 - \$4,187

49: \$3,619- \$4,400

The County of Mono is accepting applications to build our pool of potential applicants for a Public Safety Officer I/II with the Sheriff's department. The County will be actively recruiting for this position in a few weeks. Mono County is located on the Eastern slopes of the Sierra Nevada Range. The County is a sparsely populated, mountainous, rural county dependent mainly on tourism and recreation including skiing, hiking, and fishing. Mono County's communities offer an excellent family environment and great recreation opportunities for the outdoor enthusiast.

**Examples of Duties** (Depending upon assignment, duties may include but are not limited to the following):

- Supervises prisoner conduct during booking procedures, meals, and other activities, and during detention in the County jail.
- Assists with receiving, booking, searching, and fingerprinting prisoners.
- Takes periodic counts of prisoners and escorts them during movement between facilities.
- Completes logs and records and assists with reports and release information.
- Screens and distributes inmate mail and delivers emergency messages.
- Answers a variety of calls within the 9-1-1 control room, receiving and classifying calls, and determining priority response and dispatching of units, according to availability, assigned geographic area and current location. Dispatches Sheriff and other public safety personnel to routine and emergency calls as required.
- Enters and clears information on the CLETS and NCIC systems to assist officers with calls.
- Performs warrant and records checks and sends warrants to other law enforcement agencies.
- Updates daily dispatch logs and prepares a variety of information and report documents.
- 12 hour work shift.

**Knowledge of:**

- Basic correctional procedures and prisoner control problems.
- Geography of County.
- General office and recordkeeping methods and procedures.

**Ability and willingness to (partial list):**

- Learn, assist with, and perform a wide range of assignments regarding the care, custody, and booking of prisoners with minimum direction and supervision.
- Maintain effective discipline among prisoners during a variety of activities.
- Communicate with prisoners.
- Learn to operate radio and teletype equipment.
- Use sound judgment in dispatching personnel and equipment.
- Think clearly and act quickly in emergency situations.
- Read, interpret, and analyze laws, rules, and regulations.
- Prepare accurate and grammatically correct written reports.
- Maintain courteous and tactful, but firm, relationships with prisoners and the public.
- Understand and carry out oral and written directions.

**Experience and Education:**

- Achievement of a passing score on a Board of Corrections approved written Entrance Correctional Officer Examination, and achievement of a passing score on an oral qualifications appraisal interview.
- Ability to successfully pass an intensive background investigation as required by P.O.S.T. standards, including fingerprint and criminal history checks.
- Possession of appropriate physical and mental qualifications to pass a Public Safety Officer physical entrance examination and psychological entrance examination.
- Successful completion of the California Penal Code 832 training and current certification to work in holding facilities within one (1) year of initial employment. Successful completion of an 80 hour Basic Complaint and Dispatcher's Course.
- Possession of an appropriate valid Driver's license.

**Training and Experience PSO II:**

- Any combination of training and experience or education that would provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge would be some previous experience in working with people in a setting requiring group control. Completion of 12<sup>th</sup> grade (or equivalent).

**Application Process:** For a complete job description and application contact the County Administrative Office at (760) 932-5412.

**All completed County applications:** Mail original applications to PO Box 616, Bridgeport, CA 93517.

COUNTY OF MONO

COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES

P.O. Box 696 ~ Bridgeport, California 93517

(760) 932-5412 ~ (760) 932-5411 (FAX) ~ [www.monocounty.ca.gov](http://www.monocounty.ca.gov)

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